

AUTOMOTIVE REPAIR CONTROLLER

NATURE OF WORK IN THIS CLASS:

This is administrative work involved in coordinating the maintenance and repair of vehicles and equipment. Supervision may be exercised over subordinate personnel.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Coordinates the maintenance and repair of vehicles and equipment, including those on contracts.

Reviews, prioritizes and determines repair work to be performed by the appropriate shop or private vendor; prepares contractual documents and work specifications; estimates time and material costs of work projects; prepares preventive maintenance schedules.

Reviews and inspects work completed against the work specifications to insure conformance.

Maintains records of expenses and analyzes repair costs to control expenditures; compiles data and statistics.

Reviews and recommends vehicles to be surveyed.

Participates in preparing budget estimates and justification; writes correspondence; and performs other office management functions.

Maintains records and prepares reports.

May supervise the work of others.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office management principles and practices and of general administrative functions.

Ability to coordinate the maintenance and repair activities on vehicles and equipment.

Ability to identify mechanical problems on vehicles and equipment and prepare the work specifications.

Ability to estimate the time and material costs of work projects.

Ability to supervise the work of others may be required.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to learn, interpret, and apply pertinent laws, rules, regulations and other program guidelines.

Ability to compile statistics.

Ability to work effectively with the employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

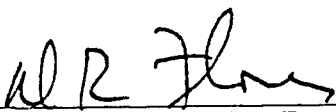
Skill in the automotive mechanic trade.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of staff administrative work involving record-keeping and budgeting, and two years of experience in the maintenance and repair of automotive equipment at the skilled level; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES, Executive Director
Civil Service Commission